

THE ÇADIR HÖYÜK EXCAVATION SYSTEM

THE TRENCH

Generally we work in 10 x 10 m trenches. Your trench name will be based on a grid system (LSS 3 is Lower South Slope, Trench 3). Some trenches might be a portion of this (a 5 x 5 for instance).

At the end of *every day* you must clean up your trench. Have your workers sweep it. They will want to “smooth the dirt.” This isn’t enough. Have them clean it up so that the loose dirt is gone. It is very valuable first thing in the morning to see what is there.

When you first arrive, have a look. New lines might have appeared.

LOCUS AND FEATURE SYSTEM

We use a standard locus and feature system. Each trench begins with number 1 unless you are in a trench that has been opened in a previous season. In this case you should review the notebook(s) of the previous season(s) to familiarize yourself with the trench. The first entry in your field notebook should be what the last season ended with in terms of findings, locus number(s), feature number(s), etc.

- >For every locus and feature you assign you will fill out a sheet in the lab describing its relationship to the surrounding area within the trench, and its relationship, if appropriate, to neighboring trenches. Keep up on this paperwork during the season so you aren’t doing them all at the end of the season.
- >Given that at least one or more winters have passed, your trench (if opened in previous seasons) will have a lot of collapse/fill. You can call this all “locus 1” and note that it is simply balk collapse or winter/post-winter deposit.
- >Loci are homogenous matrices, usually soil, ash, or some other earthen context. Each should receive its own unique number. It should be measured on the horizontal and vertical plane. It should be carefully described in your field notebook. A daily top plan should label it as to location within the trench. Priority should be assigned. In general it should be as fully described, recorded, photographed (if deemed necessary) and drawn, as possible.
- >If in doubt, change locus. You can always collapse loci later. You cannot divide them.
- >Note that locus numbers should, besides soil matrices, assigned to: pot contents, pit contents (pit cuts are the feature), foundation trench contents, matrices inside walls or other features, hearth contents, etc. If you are unsure about assignment, ask Steadman, Ross, or McMahon.
- >Feature numbers should be assigned to any item that loses its “identity” once removed from the field. This would include walls, hearths (structure), pit cuts, foundation trench cuts, floors,

installations of any type (even those that are unidentified), and so forth. It should be measured on the horizontal and vertical plane. It should be carefully described in your field notebook. A daily top plan should label it as to location within the trench. Priority should be assigned. In general it should be as fully described, recorded, photographed (if deemed necessary) and drawn, as possible.

>Note that loci can be contained *inside* features. If you are unsure about assignment, ask Steadman, Ross, or McMahon.

>It is ok to assign a feature number (once you think it is “something”)...and then “cancel” it later. You then consider this a dead feature number and move on to the next. Your paperwork will reflect this.

ELEVATIONS

At the beginning of the season we’ll provide you with a TBM (temporary bench mark) based on the elevation from our permanent bench marks. You should take elevations from this point for the entire season. You’ll have a machine for taking elevations (you might have to share with another trench).

PRIORITY SYSTEM

The priority system works as follows:

- 1 = completely sealed. A primary and valuable context/feature
- 2 = partially sealed. An example would be a pit with a rodent burrow through it, or a floor with the same, or maybe a pit cut.
- 3 = a disturbed context (several burrows, cut by erosion or other intrusion, cut by later periods, etc.

FCN SYSTEM

>FCN stands for “Field Catalog Number” and is a series of numbers commencing from 1 to the very last excavated item/bag at the site. At present we are in the 9000s! It is certain that the 2012 season will break the 5-digit barrier.

>Every item that comes out the site, whether a bag of pottery, bones, small find, flint sample, etc. gets an FCN number. All trench supervisors are provided with a set of FCN tags (50 in a set) that must be filled out in the field and affixed to each artifact/bag. This then becomes the unique number for everything found at the site.

- >Note! Besides official FCN tags, every excavator has blank tags. Every item excavated gets a second tag (placed inside the bag or adjacent to the FCN tag. This ensures that no artifact set ever loses its FCN identity.
- >Excavators can obtain their packet from the (clean) workroom (a system is in place). Do not take more than one packet at a time. Make sure you have enough tags to last through the excavation day, each day.
- >The daily FCN assignment is kept in the field notebook, *each day*. See below under notebooks.
- >For flotation samples, see below.
- >***Keep up on your FCNs in the field!!*** You cannot imagine how long it takes to write these things. Keep up on them throughout the day. Tag your buckets right at the beginning. The team will not thank you if we have to wait at the end of the day while you tag your bags.
- >FCNs are registered on the dig computer by the registrar every afternoon. Again, do not delay writing out your FCN and bag lists!

BAG NUMBER SYSTEM

- >Each trench has a bag number system, beginning with #1 and continuing until the trench closes for good. So, while all trenches will have, for instance, bag #10, none will have this number associated with the FCN number unique to that artifact.
- >The daily bag number is kept in the field notebook, *each day*. See below under notebooks.
- >For flotation samples, see below.

FIELD NOTEBOOKS

- >All trench supervisors must keep their notebook updated on a daily, really hourly, basis. We use “Physics A90 Notebooks” whenever possible. This provides metric graph paper on one sheet, and lined on the other side.
- >Every morning date your notes with month, day, year, in ***American*** style. Yes, we are in Turkey, but we need standardization and previous years have used American order (e.g. 7/21/12 for July 21, 2012). Sorry Canadians, Europeans, and Turks!!
- >You must number each page of your notebook (all the way through to the end because of lists at end, see below).
- >Field drawings, including daily plans, should appear on a regular basis in your notebook. Depending on the size of your trench daily plans will be either at the 1:50 or 1:20 size. Do

not use a weird size (like 1:25). Label all drawings with: date, trench, view, scale. If your trench is large, or you are doing an overview of a larger area, 1:100 is acceptable.

- > Besides a constant record of excavation process, finds, and your running thoughts about what is happening in the trench, feel free to offer comments on anything notable about the day (very hot, missing workmen, you are not feeling great, rain the day before, etc.). These help us years from now when we are trying to figure out what's going on!
- > If you are doing a close-up plan of some feature, etc., do it at 1:20 if possible. Be sure to label properly.
- > At the back of your notebook you will have at least three lists, starting from the back page and going forward. The first list will consist of the FCN list. The second list (leaving sufficient pages for all anticipated FCNs) will be the locus list. The final list (leaving room, etc.) will be the feature list. If you wish to keep other lists (small finds? photographs?) that is fine too.
- > Besides being listed in the back, all FCNs should appear as a daily list in your notes. Also, list any photographs taken that day. Offering a sketch in daily notes (with documentation such as FCN etc.) of a small find is also very useful.

FIELD DRAWINGS

- > Daily top plans belong in your notebook. Occasionally you'll want to/need to do an entire top plan in more detail. This can be done on a separate piece of graph paper. You can either use triangulation or offset measuring. Please use a 1:20 scale unless this is a large area. Be sure to label your drawing (name, date, trench, view, north, scale, other useful information such as elevations, etc.)
- > Final Plans: *These must be done* before trench supervisors leave for the season. This includes top plans (at 1:20) and section drawings. These are done on separate sheets of metric graph paper.

FIELD SAMPLES

There is paperwork to fill out for every one of the samples you take. You'll do this back in the lab.

Flotation Samples

- > Alexia and Madelynn love a minimum of 40 liters per sample. Of course some samples are not that large. You should lift all floors (plaster or soil) for sample. 100% if possible. Also, pits, hearths, pot contents (but ask Steadman, we might want to do residue), or any other context/matrix that might yield important information.

- >**DO NOT** take samples close to the surface (even if it looks tempting). All that will yield is a lot of modern stuff which will take Alexia and Madelynn forever to sort out. They won't thank you for it! If you are starting a new trench, samples should be taken from below the root/plow zone.
- >If your sample seems to have disturbance (rodent, other) make sure you note this in your field notebook and on the paperwork associated with the sample.
- >For medium to large samples we have special heavy-duty plastic bags. These will hold 10 liters. Use the liter cups to measure. Be sure to count how many liters your entire sample is and note how many are in each bag on the bag tag.
- >To FCN your flotation, you will make blank tags for each of the bags after the first one. It will have the same FCN number as the first (it is all one sample). On each tag label it "1 of 4," "2 of 4," and so forth (plus how many liters). In your FCN list and field notes, list how many bags and how many liters. Note this on the paperwork back at the lab as well.

Radiocarbon Samples

- >Taking these is a judgment call. Feel free to discuss it with Steadman/Ross/McMahon. We will only want to spend the money on the best/cleanest of samples. On the other hand, we need a lot of dates...so better to take it and we can decide later! Don't take it if it is clearly disturbed.
- >Radiocarbon samples from just about any sealed context are fabulous.
- >To collect the sample: Do not touch the sample (and keep your workmen from doing so). Use the blue latex glove supplied to you. Place the sample in aluminum foil and then into a Ziploc bag. Give it its FCN then keep it out of the sun to cut down on sweating (give it to Steadman if it is a really good one).

FIELD PHOTOGRAPHY

Now that we are in the digital age, don't fear calling the field photographer (Steadman) for as many shots as you think necessary! Alert Steadman that you'll want a photo after cleaning (use the walkies, or send a workman to wherever she is). Give an estimate of how long it will take to clean. She'll show up.

Record all of the digital data in your notebook. She'll give it to you.